



Partnership Governance Meetings

A Guide to Planning, Executing and Following-Up
Partnership Governance Meetings

Overview of Sections Contained Within Guide

Planning and Preparation	Participants	Meeting Topics	Data Sharing and Analysis	Meeting Execution and Follow-up
How do we get started?	Who should attend/ be 'at the table'?	What are potential agenda topics?	What types of data might be shared and analyzed?	What is the meeting structure? Follow-up procedures?

Detailed Descriptions	
<p style="text-align: center;">Planning and Preparation</p> <p>How do we get started?</p>	<p>Meeting preparations to include the following:</p> <ul style="list-style-type: none"> ● District and university partners identify committed-dates and locations for 2 governance meetings per semester (<i>4 per year</i>) ● Coordinator shares/emails meeting <i>reminder</i> 1 week in advance of meeting ● Coordinator shares meeting agenda and welcomes additional input from participants 48 hours in advance of meeting ● Coordinator prepares materials (i.e. PowerPoint deck and hard copy handouts) for the meeting to minimally include: <ul style="list-style-type: none"> ○ Performance Assessment data (<i>scores and trending reinforcements & refinements</i>) ○ Walkthrough Observation data (<i>trending reinforcement & refinements</i>) ○ Co-teaching models (<i>occurrence, frequency, and types</i>) ○ Professionalism data ○ Mentor feedback summaries/trends ○ Mentor trainings topics ○ Current coursework overview <p>Optimally, also consider:</p>

	<ul style="list-style-type: none"> ● Requesting district to prepare/provide materials for the meeting to potentially include: <ul style="list-style-type: none"> ○ Disaggregated staff evaluation outcomes (<i>scores and trending reinforcements & refinements</i>) ○ Recent PK-12 student achievement data outcomes (+-trends) ○ PK-12 student and faculty demographic data ○ Other pertinent materials
<p style="text-align: center;">Who Should Attend?</p> <p>Who should attend/ be 'at the table'?</p>	<p>Key stakeholder/participants to include:</p> <ul style="list-style-type: none"> ● Site Coordinator (<i>facilitator</i>) ● Superintendent and Assistant Superintendent ● District leadership team member(s) (e.g. HR Director, Curriculum Director, etc.) ● Administrators from schools actively supporting/hosting Teacher Candidates ● Additional university leadership (e.g. Assistant Dean, Department Chair, etc.) <p>Optimally, also consider 1 or more of the following:</p> <ul style="list-style-type: none"> ● University and/or district 'guest speakers' (<i>Topic-dependent</i>) ● Panelists (<i>Topic-dependent</i>) ● Community Stakeholders ● 'Other(s)' as applicable

<p style="text-align: center;">Potential Meeting Topics</p> <p style="text-align: center;">What are potential agenda topics?</p>	<p>Agenda items may include a variety of the following:</p> <ul style="list-style-type: none"> ● *Data analysis ● Co-creation of mission and vision statements ● Co-creation/application of a written plan to jointly recruit teacher candidates who reflect district’s K-12 student-body population ● Co-planning re: arranging for district staff members to provide TCs w/ (district-specific) professional development ● Co-creation of mutually agreeable expectations for candidate entry, preparation, and exit ● Collaboration re: co-selection training, evaluation, support, and retention of high-quality clinical educators/mentor teachers ● Planning to embed district curriculum materials within university methods classes ● Planning re: district leadership (administration, specialists, master/mentor teachers, etc.) to observe TCs and provide feedback ● Planning re: university instructors/coordinators observing (certified) instruction ● Planning re: recruitment/retaining of high quality mentors ● District items (i.e. testing dates, curriculum nights, etc.) ● Planning re: start or close of cohort (Meet & Greet/Graduation,etc.)
<p style="text-align: center;">Data Sharing and Analysis</p> <p style="text-align: center;">What types of data might be shared and analyzed?</p>	<p>*TPP provides district partners with data:</p> <ul style="list-style-type: none"> ● Performance Assessment data (<i>scores and trending reinforcements & refinements</i>) ● Walkthrough Observation data (<i>trending reinforcement & refinements</i>) ● Co-teaching models (<i>occurrence, frequency, and types</i>) ● Professionalism data ● Mentor feedback summaries/trends ● Mentor effectiveness measures outcomes <p>*Optimally, district partners to also provide data:</p> <ul style="list-style-type: none"> ● Aggregate staff evaluation data/trends and professional development focuses ● PK-12 student achievement data and trends ● Student and staff demographic data

<p style="text-align: center;">Meeting Execution and Follow-up</p> <p>What is the meeting structure?</p> <p>Follow-up procedures?</p>	<p>Meeting facilitation includes:</p> <ul style="list-style-type: none"> ● Clear preview of meeting agenda and objectives ● District or university member captures minutes and pending next-steps/actions throughout meeting ● Visuals to be provided throughout to support agenda items ● Facilitator (Coordinator) provides information and data and <i>elicits feedback and input from attendees</i> ● Facilitator (Coordinator) ‘closes’ meeting with a summary of what has been discussed and, reiterates time-bound, next-steps ● Facilitator (Coordinator) shares <i>and elicits</i> possible agenda items for subsequent meeting ● Date, time & location of subsequent meeting is articulated/confirmed <p>Follow-up:</p> <ul style="list-style-type: none"> ● Facilitator (Coordinator) reviews and edits minutes, sends copy/link to all meeting-attendees w/in 48 hours post-meeting ● ‘Reminders’ re: applicable time-bound next-steps
<p style="text-align: center;">Optional Meeting Resources</p>	<p><i>Note:</i> <i>Resources below can be accessed via embedded links.</i> <i>Click on, ‘file’ and select, ‘make a copy’ to create your own, useable version</i></p> <ul style="list-style-type: none"> ● Data Packet Sample ● Mentor Teacher Job Description Template